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NATIONAL APPRENTICESHIP AND TRAINING STANDARDS FOR GLAZIERS AND GLASSWORKERS.

MANPOWER ADMINISTRATION (DOL), WASHINGTON, D.C.

PUB DATE 66

EDRS PRICE MF-$0.25 HC-$1.36 32P.

DESCRIPTORS- *APPRENTICESHIPS, *GLAZIERS, *STANDARDS, FEDERAL LAWS, SKILLED OCCUPATIONS, TRADE AND INDUSTRIAL EDUCATION, *PROGRAM ADMINISTRATION, PROGRAM GUIDES, QUALIFICATIONS,

THIS THIRD EDITION OF NATIONAL APPRENTICESHIP STANDARDS REPRESENTS THE CONSERVATIVE JUDGMENT OF LEADING GLAZIERS AND GLASSWORKERS CONCERNING THE ESSENTIAL FACTORS IN DEVELOPING HIGHLY SKILLED GLAZIER AND GLASSWORKER CRAFTSMEN. IT WAS DEVELOPED BY THE NATIONAL JOINT GLAZIER AND GLASSWORKER APPRENTICESHIP COMMITTEE IN COOPERATION WITH THE BUREAU OF APPRENTICESHIP AND TRAINING. IN ADDITION TO ITEMIZING THE VARIOUS PROVISIONS OF THE NATIONAL STANDARDS, THIS BOOKLET INCLUDES AN EXPLANATION OF APPLICATION OF THE STANDARDS FOR THE GUIDANCE OF LOCAL EMPLOYERS AND LABOR REPRESENTATIVES. AMONG THE PROVISIONS ARE THOSE DEALING WITH THE SELECTION OF APPLICANTS FOR APPRENTICESHIP, THE APPOINTMENT OF SHOP APPRENTICESHIP COMMITTEES TO SUPERVISE THE TRAINING OF APPRENTICES IN EACH SHOP, AND RELATED INSTRUCTION REQUIREMENTS OF APPRENTICES. SUPPLEMENTING THE PROVISIONS ARE (1) AN EXAMPLE OF AN APPRENTICE RECORDKEEPING FORM, (2) A SCHEDULE OF WORK PROCESSES IN WHICH TO TRAIN APPRENTICES, (3) REVISED APPRENTICESHIP QUALIFICATIONS, (4) AN EVALUATION AND RATING FORM, AND (5) AN EXPLANATION OF FEDERAL LEGISLATION AFFECTING APPRENTICE EMPLOYMENT. A DIRECTORY OF REGIONAL AND STATE BUREAU OF APPRENTICESHIP AND TRAINING AGENCIES IS INCLUDED. (HC)

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NATIONAL APPRENTICESHIP AND TRAINING STANDARDS FOR GLAZIERS AND GLASSWORKERS

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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1966 EDITION

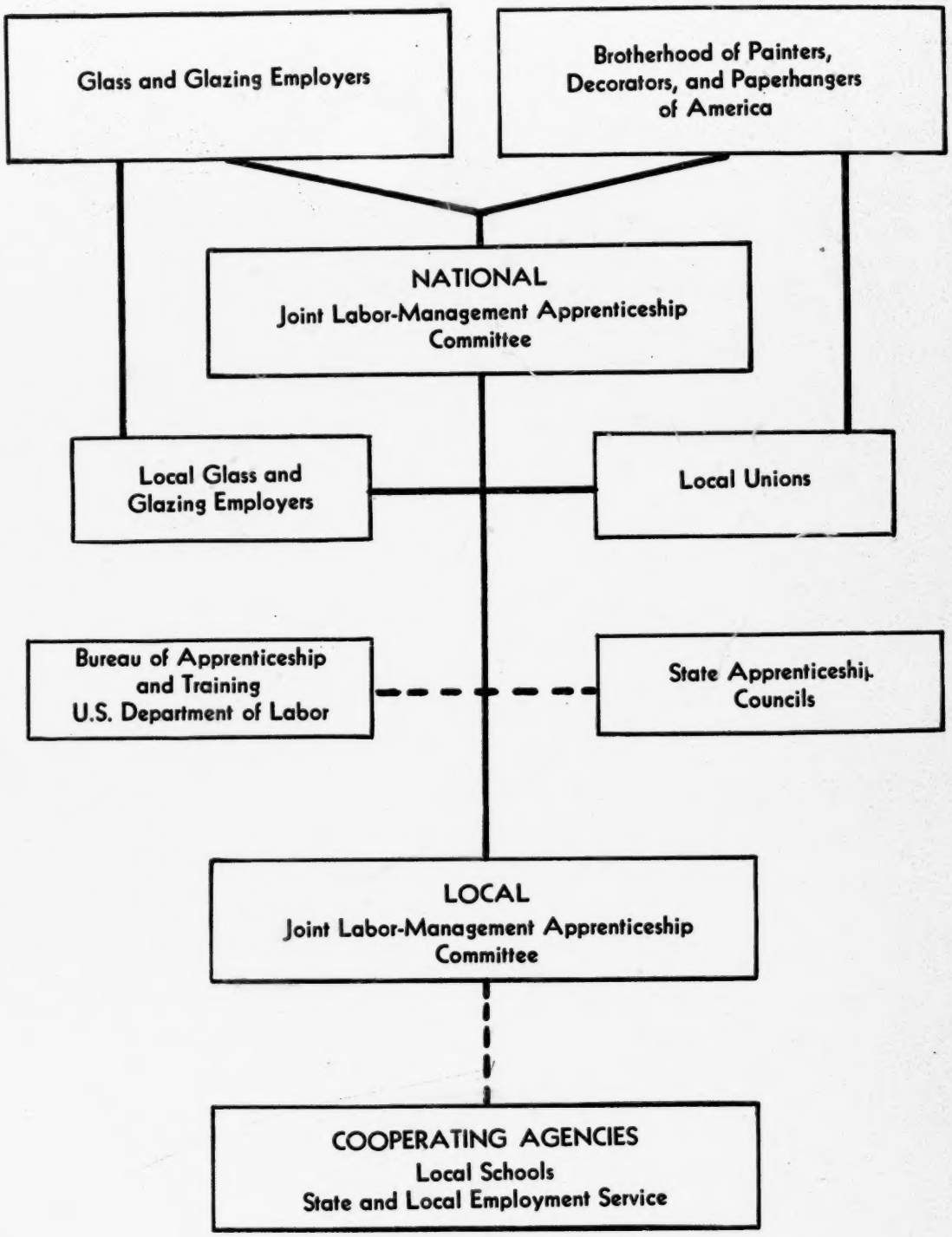
ADOPTED BY THE NATIONAL JOINT GLAZIER AND GLASSWORKER APPRENTICESHIP COMMITTEE, REPRESENTING THE EMPLOYERS IN THE GLASS AND GLAZING INDUSTRY AND THE BROTHERHOOD OF PAINTERS, DECORATORS, AND PAPERHANGERS OF AMERICA, IN CONFORMANCE WITH THE BASIC RECOMMENDATIONS OF THE BUREAU OF APPRENTICESHIP AND TRAINING.

VT003554

U.S. DEPARTMENT OF LABOR
W. Willard Wirtz, Secretary
Manpower Administration

BUREAU OF APPRENTICESHIP AND TRAINING

APPRENTICESHIP SYSTEM OF THE GLASS AND GLAZING INDUSTRY



U.S. DEPARTMENT OF LABOR
BUREAU OF APPRENTICESHIP AND TRAINING
WASHINGTON, D.C. 20210

February 21, 1966

Mr. Meyer Chaikin, Chairman
National Joint Glaziers and Glass Workers
Joint Apprenticeship and Training Committee

Dear Mr. Chaikin:

My congratulations on the revision of your industry's National Apprenticeship and Training Standards.

They well reflect the continued interest and concern of your committee and the organizations which it represents to maintain the most complete and up-to-date training of craftsmen in the glazing and glass working trades.

It is a pleasure to register these revised national standards as incorporating the basic recommendations of the Bureau of Apprenticeship and Training.

Your industry's local groups can be assured of the full cooperation and assistance of the staff of the Bureau in establishing local programs of apprenticeship consistent with these national standards.

Sincerely yours,

Hugh C. Murphy

Hugh C. Murphy
Administrator

National Joint Glazier and Glassworker Apprenticeship Committee

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April 13, 1966

U. S. Department of Labor
Bureau of Apprenticeship & Training
Division of Construction of Manufacturing Industries
Washington, D. C. 20210

Gentlemen:

The revisions made in the National Glazier and Glassworker Apprenticeship Standards have been reviewed by our committee and we hereby endorse these revised standards.

The National Committee is particularly pleased with having these up-dated standards, now the third edition, which coincide with the enactment of a National Apprenticeship & Re-training Trust Agreement. It is our firm conviction that the implementation of the Trust Agreement shall give further impetus and direction to the already fine training program in effect.

As ever before the success of the program promulgated by the National Committee is dependent upon the support given by the local joint committees and the Bureau's Regional Apprenticeship Offices and Agencies.

Very truly yours,

Meyer Chaikin

Meyer Chaikin
Chairman

MC:nc

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Brotherhood of PAINTERS, DECORATORS and PAPERHANGERS of America • AFL-CIO

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OFFICE OF S. FRANK RAFTERY GENERAL PRESIDENT

June 7, 1965

Bureau of Apprenticeship and
Training
U. S. Department of Labor
Washington 25, D. C.

Gentlemen:

Apprenticeship has long been recognized as a sound foundation upon which industry can build its corps of skilled craftsmen.

Those who participated in the development of the original National Joint Glazier and Glassworker Apprenticeship Standards can be proud of them and of the accomplishments that have resulted from their use as a pattern in the development of effective local apprenticeship programs.

To keep pace with the technological changes and to reflect modern methods and techniques in the training of our skilled craftsmen, revised National Standards have been prepared to assure the highest quality of workmanship in the Glazing industry.

I urge every local union, jointly with the contractors, to promote the training of apprentices and to revise their local Standards to conform with these new National Standards.

Sincerely yours,

S. Frank Raftery

S. FRANK RAFTERY
General President

SFR:rb

Certificate of Registration

NATIONAL APPRENTICESHIP AND TRAINING STANDARDS FOR GLAZIERS AND GLASS WORKERS
(Jointly Sponsored by the Brotherhood of Painters, Decorators, and Paperhangers of America and the Glass and Glazing Employers)

Nation-Wide

for the trade classifications of GLAZIER and GLASS WORKER

Issued in recognition of the above apprenticeship system, registered as part of the National Apprenticeship Program, in accordance with the standards recommended by the

FEDERAL COMMITTEE ON APPRENTICESHIP

Date April 20, 1956
Rev. 2/21/66

Registry No. 79087

W. Willard Wirtz
Secretary of Labor

Hugh C. Murphy
Administrator, Bureau of Apprenticeship and Training

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JOINTLY DEVELOPED AND ADOPTED BY EMPLOYERS AND LABOR

In order that there may be continuous activity and progress in the national apprenticeship program in the glazing and glassworking trades, a National Joint Employer-Labor Apprenticeship Committee was established to serve in an advisory and promotional capacity to the industry. This national committee is made up of an equal number of representatives of the glass and glazing employers and the Brotherhood of Painters, Decorators and Paperhangers of America. A representative of the Bureau of Apprenticeship and Training, United States Department of Labor, and of the Trade and Industrial Education Service, United States Office of Education, serve as consultants to the committee.

To enable young men to obtain the training necessary to equip them for the responsibilities they must assume as successors to the present generation of craftsmen, the national committee has developed, for the guidance of local employers and labor groups, the national standards of apprenticeship contained in the following pages. It is through the cooperative effort and initiative of the local groups that the national committee looks for ever-increasing apprenticeship activities.

These national standards represent the conservative judgment of leading glaziers and glassworkers concerning the essential factors in the development of highly skilled glazier and glassworker craftsmen. The national committee will arrange for every assistance possible to be given to the local groups in establishing practical and sound apprenticeship programs. It will review the operation of apprenticeship programs and the development of apprentice training in the industry through periodic surveys, and make such recommendations as may be necessary for improving the effectiveness and completeness of the training of apprentices.

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1966

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FOREWORD

Set forth in this booklet is the third edition of the National Glaziers and Glassworkers Apprenticeship and Training Standards, originally formulated and adopted in 1955. This edition was developed by the National Joint Glazier and Glassworker Apprenticeship Committee in cooperation with the United States Department of Labor's Bureau of Apprenticeship and Training. The committee, which represents the Glass and Glazing Employers and the Brotherhood of Painters, Decorators and Paperhangers of America, is established on a permanent basis.

Continuously on the alert for ways and means to improve training methods and procedures, representatives of employers and labor in the trade met in Washington in 1955 to originate national standards for the industry. The changing techniques and new competitive materials introduced have constantly increased the skills and technical knowledge required in the trade and the necessity for more versatile, thoroughly trained craftsmen, capable of a more economical, longer lasting, and perfectly executed job.

In addition to itemizing the various provisions of the national standards, this booklet includes an explanation of application of the standards for the guidance of local employers and labor representatives. Among the provisions are those dealing with the selection of applicants for apprenticeship, the appointment of shop apprenticeship committees to supervise the training of apprentices in each shop, and related instruction requirements of apprentices. Supplementing the provisions is an example of an apprentice recordkeeping form and a schedule of work processes in which to train apprentices; revised apprenticeship qualifications and evaluation and rating form; as well as an explanation of Federal legislation affecting the employment of apprentices.

It is hoped that all employers and labor representatives in every community will take full advantage of this edition of the GLAZIERS AND GLASSWORKERS NATIONAL STANDARDS, and the related information presented, in establishing, improving, and conducting local apprenticeship programs.

NATIONAL GLAZIERS AND GLASSWORKERS APPRENTICESHIP AND TRAINING STANDARDS

Part I

Provisions of Standards Governing the Employment and Training of Glazier and Glassworker Apprentices

NOTE.—Local application of these national standards in States having State apprenticeship councils may require adaptations to meet the standards of apprenticeship in such States. The staff of the Bureau of Apprenticeship and Training and State apprenticeship agencies is available to advise on such standards.

1. Definition of Glazier and Glassworker Apprentice

A "glazing or glassworker apprentice" is a person—

(a) who is at least 18 years of age and has not reached his 26th birthday. Eligible veterans are exempt from the maximum age limit.

(b) who is engaged in learning a trade covered by these standards;

(c) who is covered by a written agreement, hereinafter called an "apprenticeship agreement," with a local glaziers and glassworkers' joint apprenticeship committee, acting as agent of the employer, or with an employer with approval of the agreement by the local joint committee.

2. Definition of Registration Agency

The term "registration agency," as used herein, shall mean a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training or, if no such recognized agency exists in the State, it shall mean the Bureau of Apprenticeship and Training, United States Department of Labor.

3. Qualifications for Apprenticeship

Applicants, before being accepted for training, must meet the following requirements:

(a) American citizen, birth certificate or other evidence substantiative of American Citizenship.
(b) At least 18 years of age, but under 26.
(c) Possess high school diploma or certificate of equivalency.
(d) Physically capable of performing the work of the trade.
(e) Satisfactory character.

4. Selection of Apprentices

Selection of apprentices under local programs shall be made from qualified applicants on the basis of qualifications alone and without regard to race, creed, color, national origin, or occupationally irrelevant physical handicap, in accordance with objective standards which permit review, after full and fair opportunity for application; and local programs shall be operated on a completely nondiscriminatory basis.

It is recommended that local joint apprenticeship committees establish proper selection procedures as well as selection standards for evaluating the qualifications of applicants interested in a glazing or glassworking apprenticeship. (See suggested qualification Evaluation Form (page 12.) The use of application forms, appropriate interviewing techniques, and aptitude tests are essential tools of the selection process, and properly used, provide some degree of assurance that the applicant possesses the qualities necessary to succeed in the trade. Among other benefits to be derived from adequate selection procedures are—

(a) better qualified apprentices,
(b) reduction in turnover,
(c) savings in time, money, and effort in training, and
(d) more competent and highly skilled craftsmen.

The facilities of State Employment Services, Local Vocational schools, colleges, universities, and the Veterans' Administration are generally available upon request. These agencies may be in a position to provide assistance in developing selection procedures suitable to the local situation where necessary.

5. Term of Apprenticeship

The term of apprenticeship for the glazier or glassworker trades shall be a minimum 6,000 hours of on-the-job training, in addition to a minimum of 144 hours per year of related supplemental instruction. The term shall be subdivided into six 6-month periods of 1,000 hours each.

The first 1,000 hours shall be considered a probationary or tryout period, during which time either party may cancel the apprenticeship agreement by notifying the other. The registration agency shall be advised of all such cancellations.

6. Related Instruction

Apprentices shall attend related supplementary instruction classes at local schools not less than 144 hours per year for each year of their apprenticeship, when available. Where it is impracticable to establish related instruction classes, the local committee shall substitute other organized trade, industrial, or correspondence courses of equivalent value.

Time spent in related instruction shall be credited to the apprenticeship term. No apprentice shall be allowed to work overtime when such work will interfere with his attendance at related instruction classes. In case of failure without due cause on the part of any apprentice to fulfill his obligations as to school attendance and conduct, the local committee shall take necessary disciplinary action.

Any agreement to pay apprentices for time spent in related instruction shall be in conformity with existing State laws.

Subjects recommended for study shall be:

1. Modern shop practices.
2. Shop mathematics.
3. Designing.
4. Proper method of measuring and identifying various types of glass.
5. Reasons for use of specified types of glass in different parts of buildings.
6. Reading blueprints and job specifications.
7. Preparation of working drawings and sketches.
8. Composition and physical properties of glass, putty, and other glazing products, supplies, and accessories.

9. Stresses and strains, and the effect of light and heat on glazing material.
10. Composition and manufacture of fused glass.
11. Structure and theory of all storefront construction.
12. Safety scaffolding.
13. Proper method of handling, hoisting, and packing of glass.
14. Structural glass installation—interior and exterior.
15. Power tools—training in usage and maintenance.

Additional subjects recommended by the local joint committee shall also become part of the related instruction. The local school will be requested to assist the local joint committees in providing the necessary related instruction recommended in these standards.

7. Ratio of Apprentices to Journeymen

The provision in local standards covering the ratio of apprentices to journeymen shall be worked out according to local practices as determined by the local joint apprenticeship committee, but shall not conflict with the collective bargaining agreement in the area.

8. Apprenticeship Agreement*

Each apprentice shall be covered by a written apprenticeship agreement with the local joint committee, acting as agent of the employer; or the agreement may be between the apprentice and the employer with approval by the joint committee. All apprentices shall be registered with the appropriate registration agency.

Each apprenticeship agreement shall contain a statement making the terms and conditions of the local trade standards a part of the agreement. For this reason, every apprentice (and if a minor, his parent or guardian) and employer will be required to read the local standards of apprenticeship before signing the agreement. The apprentice, employer, the joint committee, and the registration agency shall each receive a copy of the signed apprenticeship agreement.

9. Probationary Period

Apprentices employed under these standards shall be subject to a tryout or probationary period, to be determined by the local joint apprenticeship committee, but which shall not exceed 1,000 hours of reasonably continuous employment. During the probationary period, the termination or cancellation of the apprenticeship agreement shall be made by the local joint apprenticeship committee at the request of either party to the agreement After the probationary period, the agreement may be canceled by the local committee after adequate cause has been shown, and all parties to the agreement have had an opportunity to be heard.

The registration agency shall be notified of all cancellations and terminations of apprenticeship agreements.

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*NOTE.—Some State apprenticeship agencies require the use of their own apprenticeship agreement forms. In such instances, the agreement forms may be obtained from the staff of the State apprenticeship agency or of the Bureau of Apprenticeship and Training.

10. Apprentice Wages

It is recommended that the schedule of wages for apprentices be established on a percentage of the prevailing local journeyman glazier or glassworker's wage rates, and increased each 6 months to completion of the apprenticeship.

The local joint apprenticeship committee shall examine apprentices before each period of advancement, to ascertain their satisfactory attendance and progress both in related instruction and on the job, and the degree of proficiency and quality of workmanship achieved and whether advancement in grades and wages shall be approved.

11. Credit for Past Experience

Applicants who present qualifications in excess of the minimum requirements may be admitted to advanced standing when they satisfactorily pass examinations provided for cases of this kind. The amount of credit given for previous experience shall be determined by the joint committee after careful review of the merits of each individual case.

Apprentices who receive credit for previous experience shall be paid upon entrance, the wage rate of the period to which such credit advances them.

All persons now employed as apprentices will be placed under these standards. These apprentices will be given full credit for the time they have already served as apprentices.

12. Hours of Work for Apprentices

The hours of work for apprentices shall be the same as those for journeymen employed in the trade. No apprentice shall be allowed to work overtime, however, if it interferes with his attendance at related instruction classes.

Apprentices absent from the services of their employers through their own fault shall make up all such time lost before being advanced to the next period of apprenticeship.

13. Supervision of Apprentices

Apprentices shall be under the general direction of the local joint committee and under the immediate supervision of the shop committee for on-the-job training.

The local joint committee shall prepare adequate record forms to be filled in by the shop committee under whom the apprentice receives on-the-job training.

A written report consisting of work done on the job and in related instruction shall be submitted by the apprentice to the shop committee before each 1,000-hour period of advancement for review and rating. The shop committee shall forward this report to the local joint committee for final evaluation. These reports will be the basis on which recommendations for advancement are made.

Each apprentice shall keep an accurate record of the numbers of hours worked each week. This record is to be checked by the shop committee and sent to the local joint committee. The local joint committee shall determine from this record when sufficient time has accumulated as to warrant the advancement of an apprentice to his next assignment.

If it is found that an apprentice shows a lack of interest or does not have the ability to become a competent craftsman, he may be permitted to continue in a probationary status, required to repeat operations in which he is deficient, or his agreement may be terminated. All decisions shall be made by the local joint committee.

Apprentices are encouraged to take up individual suggestions, recommendations, or problems pertaining to their training with the shop committee. The apprentice shall work with a journeyman at all times.

14. Consultants

The committee may request interested agencies or organizations to designate a representative to serve as a consultant. Consultants will be asked to participate without vote in conferences on special problems related to apprenticeship which affect the agencies or organizations they represent.

15. Accident Prevention

Apprentices shall receive instruction on accident prevention and safe working habits during their entire term of apprenticeship both on the job and in related instruction classes. Such instruction shall be coordinated with the actual work being performed on the job and the tools and equipment being used.

16. Adjusting Differences

The employer and the apprentice shall have the right and privilege of appeal to the local joint apprenticeship committee in the event of disputes or controversies arising over any provision of the local apprenticeship standards which cannot be satisfactorily settled between them. The local committee shall hear all parties and make such adjustments as it may consider necessary.

17. Work Experience

During his apprenticeship, the apprentice shall be taught the use, care, and effective and safe handling of all tools and equipment commonly used in the trade. He shall be given work experience and training in all branches of glazing and/or glassworking to assure him of the skill and proficiency that characterizes a fully qualified and competent craftsman in the art of glazing and/or glassworking. (See the recommended schedule of work experience and training outlined on p. 11).

18. Certificate of Completion of Apprenticeship

Apprentices who complete their apprenticeship and have passed the required journeyman examination shall be awarded a certificate by the local joint committee, attesting to their satisfactory completion of training and recognition as qualified journeyman glaziers or glassworkers. Certificates of completion are available from the registration agency for all apprentices completing their apprenticeship under registered standards. These ceremonies should be accompanied by a program of events or awards at each graduation class.

Part II

ADAPTING NATIONAL STANDARDS TO LOCAL USE

1. Local Glaziers and Glassworkers Joint Apprenticeship Committee

It is recommended that a local joint apprenticeship committee, equally representative of management and labor, be established, which shall be responsible for the administration of the local apprenticeship standards, and for coordinating them, where desirable, with the apprenticeship standards of other groups in the community.

Where organizations of employers and employees exist, such organizations should each appoint an equal number of its members to serve on the local joint apprenticeship committee.

Where no employer or employee organizations exist, a committee may be formed in like manner by volunteers who shall agree to carry out the national standards as herein set forth.

A representative from the Bureau of Apprenticeship and Training, United States Department of Labor, and/or the State apprenticeship council, if one exists in the State, is available upon request to attend meetings of the joint apprenticeship committee as advisor and consultant on labor standards applicable to apprentices, on the development of administrative procedures for the conduct of apprenticeship, and on any problem relating to apprentices and apprenticeship.

2. Coverage

It shall be the duty of each local joint apprenticeship committee to identify its area of operation and to assume responsibility for the training of all glazier and/or glassworker apprentices by employers within that area with whom the local union has bargaining agreements. The local committee shall also encourage all other employers in the area to employ and train apprentices under its system of apprenticeship, and any employer who desires to do so may participate in the local program by signifying agreement to the terms and conditions of training prescribed in the local standards.

3. Duties of Local Joint Apprenticeship Committees

The local joint apprenticeship committee shall develop local apprenticeship standards consistent with these national standards, and covering such items as—

(a) Method of selecting apprenticeship applicants.
(b) Schedule of work experience on the job.
(c) Progressively increasing schedule of wages for apprentices.
(d) Provision for supplemental related instruction.
(e) Provision for instructions on safe working habits and accident prevention.
(f) Provision for reviewing or testing the apprentice's progress, both on the job and in related instruction.
(g) Provision for adjusting complaints regarding apprenticeship.
(h) Procedure for providing apprentices with certificates of completion.

It shall be the responsibility of the local joint apprenticeship committee to—

(a) Conduct surveys to determine the need for, and the availability of, apprentices in the local area.

(b) Ascertain whether employers undertaking to train apprentices have the necessary facilities to assure effective training.

(c) Place each apprentice under agreement. (Where the apprentice is indentured to the local joint committee, the committee shall make every effort to keep the apprentice continuously employed and assure him of well-rounded training and experience in all phases of the trade by rotating him, whenever possible, among the various participating employers. Where the apprentice is indentured to the employer, and the employer is unable to provide training for him, the local joint committee shall exert every effort to place him temporarily with another employer with the understanding that the employer to whom he is regularly indentured shall have first call on his services when he is able to furnish training for him, subject to approval of the local joint committee.)

(d) Assure that apprentices are receiving the necessary on-the-job experience and related technical instruction.

(e) Conduct the final examination for apprentices to establish their status as journeymen in the trade.

(f) Notify the appropriate registration agency of all terminations and cancellations of apprenticeship agreements.

(g) Prepare and submit all reports concerning its apprenticeship program that may be legally required by local, State, or Federal agencies, and the respective national organizations.

(h) Supervise the enforcement of all the provisions of the standards.

(i) Prepare proposed amendments to the standards for approval by local union and contractor sponsors.

4. Responsibilties of Apprentices

The local joint apprenticeship committee should impress upon each indentured apprentice that in signing the apprenticeship agreement he has voluntarily agreed to abide by the provisions of the local standards, and inform the apprentice of his responsibilities and obligations under the apprenticeship program.

(a) To perform diligently and faithfully the work of the trade and other pertinent duties as assigned by the local joint committee and the employer in accordance with the provisions of the standards.

(b) To respect the property of the employer and abide by the working rules and regulations of the employer, union, and local joint committee.

(c) To attend regularly and complete satisfactorily the required hours of supplemental instruction in subjects related to the trade, as provided under the local standards.

(d) To maintain such records of work experience and training received on the job and in related instruction, as may be required by the local joint committee.

(e) To develop safe working habits and conduct himself in his work in such manner as to assure his own safety as well as that of his fellow workers.

(f) To work for the employer to whom assigned to the completion of his apprenticeship, unless he is reassigned to another employer or his agreement is terminated by the local joint committee.

(g) To conduct himself at all times in a creditable, ethical, and moral manner, realizing that much time, money, and effort will be spent in affording him an opportunity to become a skilled craftsman.

5. Shop Apprenticeship Committee

There is to be established in each shop a shop apprenticeship committee composed of 2 members; 1 employer, and 1 journeyman. This committee will be known hereafter as the shop committee. Duties of the shop committee are—

(a) To be responsible for the apprentice receiving on-the-job training in accordance with the standards developed by the local joint committee.

(b) To assist in solving apprenticeship problems on the job. If solution cannot be reached, the shop committee shall refer the problems, with pertinent information, to the local joint committee.

(c) To be responsible for the rating of apprentices periodically from the report submitted by the apprentice, and forwarding the report to the local joint committee for review.

(d) To appear before the local joint committee, when necessary, on apprenticeship problems.

(e) In general, to assist and cooperate with the local joint committee at all times in carrying out these standards of apprenticeship.

6. Filing with the Registration Agency

As soon as the local apprenticeship standards, or any amendments thereto, have been developed and approved by the sponsoring local groups, the local joint committee shall file a copy with the registration agency. The joint committee shall also notify the registration agency of all actions affecting apprentices, such as hires, cancellations, and completions, and furnish any additional information required by Federal or State laws affecting apprentices.

7. Cooperating Agencies

Local joint apprenticeship committees may obtain assistance in the formulation and administration of apprenticeship programs from—

(a) National Joint Glaziers and Glassworkers Apprenticeship Committee, Alfred R. Williams, Secretary, 1522 W. Girard Avenue, Philadelphia, Pennsylvania 19127

(b) Brotherhood of Painters, Decorators and Paperhangers of America, 1925 K Street, N.W., Washington, D.C. 20006.

(c) The Bureau of Apprenticeship and Training, United States Department of Labor, Washington, D.C. 20210.

(d) State apprenticeship councils, State labor departments or State industrial commissions.

(e) The Division of Vocational Education, United States Office of Education, which administers and supervises Federal funds appropriated for apportionment among the States for vocational education. The assistance of State and local boards of vocational education is also available upon request.

FEDERAL LAWS AND REGULATIONS AFFECTING THE EMPLOYMENT OF APPRENTICES

Wage Determination Regulations (Federally Financed and Assisted Construction).—The Secretary of Labor, predetermines the prevailing wages for construction mechanics and laborers employed on federal or federally assisted construction projects. (Details of these regulations will be found in Part 5, Title 29, Subtitle A, Code of Federal Regulations, covering labor standards provisions applicable to public contracts.)

Local joint apprenticeship committees should advise all contractors participating in the local apprenticeship program that in case they bid on and are awarded a contract for a federally financed or assisted construction project, they should not employ apprentices on such project until they have presented to the contracting officer written evidence of registration of such apprentices in a bona fide apprenticeship program registered with a State Apprenticeship Agency recognized by the Bureau of Apprenticeship and Training, U.S. Department of Labor; or, if no such recognized agency exists in the state, with the Bureau of Apprenticeship and Training, U.S. Department of Labor.

The contractor must also submit to the contracting office written evidence of the established apprentice—journeyman ratios and wage rates in the project area, which will be the basis for establishing such ratios and rates under the applicable contract provisions.

Selective Service Regulations (Deferment of Apprentices)

State directors of selective service are authorized to accept for deferment purposes apprentice training programs which meet its regulations, upon request of the local program sponsors. The request must be accompanied by a certification from the registration agency that the program has been in operation at least 1 year, and 1 or more apprentices have been in training during that time in each occupation covered.

After the program has been accepted, the program sponsor and the apprentice may request the local board to defer the apprentice. In the glazier-glassworker trade, the apprentice for whom deferment is requested must have been engaged in and completed not less than 2,000 hours of training. The decision as to actual deferment rests with the local board, subject to appeal if the request is denied.

Detailed information and necessary forms may be obtained from the nearest field representative of the Bureau of Apprenticeship and Training or State apprenticeship agency.

Wage and Hour Regulations (Ruling Concerning Payment for Time Spent by Apprentices in Related Instruction)

The Fair Labor Standards Act requires that each employee, not specifically exempted, who is engaged in interstate commerce or in the production of goods for such commerce receive the statutory minimum wage, and that no employee (including apprentices) may be employed for more than 40 hours a week without receiving at least time and one-half of his regular rate of pay for the overtime hours.

As an enforcement policy, time spent in an organized program of related supplemental instruction by apprentices working under bona fide apprenticeship programs may be excluded from working time if the following criteria are met: (1) The apprentice is employed under a written apprenticeship agreement or program which substantially meets the fundamental standards of the Bureau of Apprenticeship and Training, United States Department of Labor; (2) such time does not involve production work or performance of the apprentice's regular duties. If the above criteria are met the time spent in such related supplemental training shall not be counted as hours worked. The mere payment or agreement to pay for time spent in related instruction does not constitute an agreement that such time is hours worked.

TRADE EXPERIENCE SCHEDULE FOR GLAZIER AND GLASSWORKER

These schedules are examples of the type of work experience and training considered necessary to develop a skilled and productive worker in the glazing and/or glassworking trades. Within the limits of basic trade requirements, local joint apprenticeship committees will find the schedule sufficiently flexible for adaptation to local conditions, and in allocating the approximate hours of work experience.

Within the 6,000-hour apprenticeship term, local joint apprenticeship committees will determine a work schedule sufficiently flexible to permit the apprentice to become a competent craftsman in the following branches of the trade:

For Glazier:

Trade Experience Schedule

	Approx. hours
1. Tools, equipment, shop training, scaffold, safety measures and first aid; also reading of specifications and field blueprint reading.	.....
2. Glazing wood and metal sash, doors, partitions, and all other types of openings.	.....
3. Setting all types of store front installations.	.....
4. Setting all types of structural glass both interior and exterior.	.....
5. Setting all types of plate glass, prism glass, beveled glass, automobile glass, protective glass, window glass, mirrors of all types, wire glass, ribbed glass, ground glass, colored glass, figured glass, vitrolite, carrara glass, and all other types of opaque glass, glass chalk boards, tempered glass, insulated glass units, all plastics, or other similar materials when used in place of glass, to be set or glazed with putty, moulding, rubber and all types of mastics in wood, iron, aluminum, or sheet metal sash, skylights, doors, frames, stone, wall cases, showcases, bookcases, sideboards, partitions and fixtures, either temporary or permanent, on or for any building in the course of construction or repair or replacement.	.....
6. Setting shower doors and tub enclosures.	.....
7. Setting all types of multiple glazed units.	.....
8. Setting all types of automatic doors, hinges, and prefabricated units.	.....
9. Handling and use of all products associated with the glass industry.	.....
10. Replacement of any and all of the above named materials.	.....
11. All types of miscellaneous glazing.	.....

For Glassworker:

Trade Experience Schedule

	Approx. hours
1. Glass cutting, packing, and warehousing of all types of glass, both flat and bent.	.....
2. Beveling, grinding, hole and notch drilling and polishing of all types of glass, both hand and automatic.	.....
3. All kinds of silvering and deposition of other metals on glass, pouring and spray methods, rouge polishing, blocking, examining and scratch-polishing on all types of glass and plastics.	.....
4. Mitre and flower-cutting, engraving and stonecutting, both by hand and automatic machines.	.....
5. Sandblasting, chipping, designing, and layout on all types of glass.	.....
6. Cleaning all types of glass and mirrors and mirror stripping.	.....
7. All phases of auto glass, laminating, fabricating, and installation; all phases of fabricating and assembling of weather windows.	.....
8. Use and care of tools and equipment for all glassworker operations.	.....

APPRENTICE EVALUATION FORM

	Points
Education	30
Physical Evaluation	10
Work Experience	15
Conduct Record	5
References	10
Oral Interview	30
	100

Education	*Possible points*	*Actual points*
1. Mathematics—Algebra or other math, 1 year (4 points); plane geometry (4 points); advanced algebra or trigonometry (2 points)	0–10	....
2. Drafting—1 year (2 points), 2 years (4 points), 3 years (5 points)	0– 5	....
3. General scholastic average 1.0–2.0 (2 points), 2.0–2.5 (4 points), over 2.5 (5 points)	0– 5	....
4. Shop courses, minimum 1 year (2 points), 2 years (4 points), over 2 years (5 points)	0– 5	....
5. Any schooling beyond high school, including night school correspondence courses, armed forces schools, or college	0– 5	....
Total	30	....
Physical Evaluation		
1. Physical stature	0– 3	....
2. Physical appearance—neatness	0– 2	....
3. No apparent physical defects	0– 5	....
Total	10	....
Work Experience		
1. Work experience in Glass and Glazing or related field	0–10	....
2. Successful work record	0– 5	....
Total	15	....
Conduct Record	0– 5	....
Total	5	....
References	0–10	....
Total	10	....
Oral Interview by Local Joint Apprentice Committee		
Interest—Has a genuine interest in the trade; likes to work with his hands, and has made an effort to inform himself about the glass and glazing trade	0–10	....
Financial—Capable of living on apprentice income	0–10	....
Attitude—Confidence, initiative, agreeableness, leadership	0–10	....
Total	30	....
Grand Total	100	....

All qualified applicants, at the time of selection for employment, must pass a physical examination by a licensed physician who has been selected by the local Joint Apprenticeship Committee.

APPRENTICE RECORDKEEPING

To maintain a current record of the progress and ability of apprentices, an accurate recordkeeping system, covering the pertinent points, is essential. A number of different types of recordkeeping systems are in use in the different areas. Some systems include a variety of recordkeeping forms—daily, weekly, monthly—as well as a final master chart summarizing the pertinent data recorded during the entire term of apprenticeship.

Reproduced below is a simply designed recordkeeping form used by joint apprenticeship committees in a number of localities. It is presented as an example to those in charge of apprentices in other localities in establishing their own recordkeeping systems. Provision is also made for the verification of hours spent in related instruction.

Samples of other recordkeeping systems may be obtained, upon request, through the field representatives of the Bureau of Apprenticeship and Training or State apprenticeship agencies.

SAMPLE APPRENTICE RECORDKEEPING REPORT

Apprentice _____ Address _____ City _____

Employer _____ Address _____ City _____

Month Year 19	Employer or foreman verify and sign here								Give location of job above	
Total hours required	1	2	3	4	5	6	7	8	Related instruction	
Schedule									Hours of related instruction	Supervisor's verification
Hours carried forward										
Date										
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										
Sunday										
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										
Sunday										
									Total school hours	
Total hours to date										

Make comments or remarks on progress of apprentice on reverse side.

Enter grand total here: _____

Above are examples of Certificates of Completion of Apprenticeship issued by State apprenticeship agencies or the Bureau of Apprenticeship and Training in States having no such agency.

SOCIAL SECURITY No.

APPRENTICESHIP AGREEMENT

Between Apprentice and Employer

(Front View)

The employer and apprentice whose signatures appear below agree to these terms of apprenticeship:

The employer agrees to the nondiscriminatory selection and training of apprentices in accordance with the Equal Opportunity Standards stated in Section 30.3 of Title 29, Code of Federal Regulations, Part 30; and in accordance with the terms and conditions of the ..... (Name of Apprenticeship Standards) which are made a part of this agreement.

The apprentice agrees to apply himself diligently and faithfully to learning the trade in accordance with this agreement.

Trade ..... Term of apprenticeship ..... (Hours or Years)

Probationary period ..... Credit for previous experience .....

Term remaining ..... Date the apprenticeship begins .....

This agreement may be terminated by mutual consent of the parties, citing cause(s), with notification to the Registration Agency.

..... (Signature of Apprentice)

..... (Name of Employer—Company)

..... (Address)

..... (Address)

..... (Apprentice's Birth Date)

..... (Signature of Authorized Official)

..... (Parent or Guardian)

Approved by ....., Joint Apprenticeship Committee.

Date ..... by ..... (Signature of Chairman or Secretary)

Registered by ..... (Name of Registration Agency)

Date ..... by ..... (Signature of Authorized Official)

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(Back View)

APPRENTICESHIP WAGE SCHEDULE (*Preferably in percentages*)

Periods	*Rates*	*Periods*	*Rates*	*Periods*	*Rates*
1st		5th		9th	
2d		6th		10th	
3d		7th		11th	
4th		8th		12th	

WORK SCHEDULE

WORK PROCESSES	APPROXIMATE TIME

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Social Security No.

APPRENTICESHIP AGREEMENT

Between Apprentice and Joint Apprenticeship Committee

(Front View)

THIS AGREEMENT, entered into this _____ day of _____ 196__

between the parties to _____
(Name of local apprenticeship standards)

represented by the Joint Apprenticeship Committee, hereinafter referred to as the COMMITTEE, and

_____, born _____, hereinafter referred to as the
(Name of apprentice) (Month) (Day) (Year)

APPRENTICE, and (if a minor) _____, hereinafter referred to as his GUARDIAN.
(Name of parent or guardian)

WITNESSETH THAT:

The Committee agrees to be responsible for the selection, placement and training of said apprentice in the trade of _____ as work is available, and in consideration said apprentice agrees diligently and faithfully to perform the work of said trade during the period of apprenticeship, in accordance with the regulations of the Committee. The apprenticeship standards referred to herein are hereby incorporated in and made a part of this agreement.

Term of apprenticeship _____ Probationary period _____

Credit for previous trade experience _____ Term remaining _____

Other conditions _____

This agreement may be terminated by mutual consent of the signatory parties, upon proper notification to the registration agency.

_____ _____, *Chairman*
(Signature of Apprentice) (Joint Apprenticeship Committee)

_____ _____, *Secretary*
(Address) (Joint Apprenticeship Committee)

_____
(Parent or guardian)

Registered by _____
(Name of registration agency)

Date _____ By _____
(Signature and title of authorized official)

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(Back View)

The undersigned agrees to the selection, employment and training of apprentices in accordance with the standards named herein:

_____
(Employer)

_____
(Address)

_____
(Employer)

_____
(Address)

_____
(Employer)

_____
(Address)

_____
(Employer)

_____
(Address)

U.S. GOVERNMENT PRINTING OFFICE: 1985—O-775-604

REGIONAL OFFICES

BUREAU OF APPRENTICESHIP AND TRAINING

REGION I

(Maine, N.H., Vt., Mass., R.I., Conn.)
John F. Kennedy Federal Bldg.
Government Center
Boston, Mass. 02203

REGION II

(N.Y., N.J., Puerto Rico, Virgin Islands.)
Room 906, 341 Ninth Ave.,
New York, N.Y. 10001

REGION III

(Pa., Del., Va., Md., W.Va., N.C.)
Room 321,
Professional Arts Bldg.,
Chambersburg, Pa. 17201

REGION IV

(S.C., Tenn., Ga., Miss., Fla., Ala.)
Room 525, 1371 Peachtree Bldg.,
17th and Peachtree St., NE.,
Atlanta, Ga. 30309

REGION V

(Ohio, Mich., Ky.)
Room 948, Engineers' Bldg.,
1365 Ontario St.,
Cleveland, Ohio 44114

REGION VI

(Ill., Ind., Wis., Minn.)
Room 858,
219 So. Dearborn St.,
Chicago, Ill. 60604

REGION VII

(Mo., Kans., Nebr., Iowa, N. Dak., S. Dak.)
Room 2811, Federal Office Bldg.,
911 Walnut St.,
Kansas City, Mo. 64106

REGION VIII

(La., Tex., N. Mex., Okla., Ark.)
Room 312,
411 N. Akard
Dallas, Tex. 75202

REGION IX

(Utah, Wyo., Colo., Mont.)
Room 832, Equitable Bldg.,
730 17th St.,
Denver, Colo. 80202

REGION X

(Ariz., Nev., Hawaii, Calif.)
Room 10451, 450 Golden Gate Ave.,
P.O. Box 36017,
San Francisco, Calif. 94102

REGION XI

(Alaska, Idaho, Wash., Oreg.)
Room 1809, Smith Tower,
506 Second Ave.,
Seattle, Wash., 98104

STATE APPRENTICESHIP AGENCIES

(Including the District of Columbia, Puerto Rico and the Virgin Islands)

Arizona Apprenticeship Council,
1623-B West Adams,
Phoenix, Ariz. 85007

Division of Apprenticeship Standards,
Department of Industrial Relations,
San Francisco, Calif. 94102

Colorado Apprenticeship Council,
% Industrial Commission,
Denver, Colo. 80203

Apprentice Training Division,
Labor Department,
Wethersfield, Conn. 06109

Delaware State Apprenticeship and Training Council,
Department of Labor and Industry,
Wilmington, Del. 19801

District of Columbia Apprenticeship Council,
1145 19th St., N.W.
Washington, D.C. 20036

Department of Apprenticeship,
Florida Industrial Commission,
Tallahassee, Fla. 32304

Apprenticeship Division,
Department of Labor and Industrial Relations,
Honolulu, Hawaii 96813

Kansas Apprenticeship Council,
Department of Labor,
Topeka, Kans. 66603*

Kentucky State Apprenticeship Council,
Department of Labor,
Frankfort, Ky. 40601

Division of Apprenticeship,
Department of Labor,
Baton Rouge, La. 70804

Maine Apprenticeship Council,
Department of Labor and Industry,
State Office Bldg.,
Augusta, Maine 04330

Maryland Apprenticeship and Training Council,
Department of Labor and Industry,
Baltimore, Md. 21201

Division of Apprentice Training,
Department of Labor and Industries,
Boston, Mass. 02202

Division of Voluntary Apprenticeship,
Department of Labor and Industry,
St. Paul, Minn. 55101

Montana Apprenticeship Council,
Department of Labor and Industry,
Helena, Mont. 59601

Nevada Apprenticeship Council,
Department of Labor,
Carson City, Nev. 89701

New Hampshire Apprenticeship Council,
Department of Labor,
Concord, N. H. 03301

New Mexico Apprenticeship Council,
Labor and Industrial Commission,
Albuquerque, N. Mex. 87106

Bureau of Apprentice Training,
Department of Labor,
Albany, N.Y. 12226

Division of Apprenticeship Training,
Department of Labor,
Raleigh, N.C. 27602

Ohio State Apprenticeship Council,
Department of Industrial Relations,
Columbus, Ohio 43215

* All agencies, with the exception of Kansas and Rhode Island, operate under apprenticeship and/or training laws enacted by the legislature. Agencies in Kansas and Rhode Island function under executive order of the governor.

Oregon Apprenticeship Council,
Bureau of Labor,
Portland, Oreg. 97201

Pennsylvania Apprenticeship and Training Council,
Department of Labor and Industry,
Harrisburg, Pa. 17120

Apprenticeship Division,
Department of Labor,
San Juan, P.R. 00908

Rhode Island Apprenticeship Council,
Department of Labor,
Providence, R.I. 02903*

Utah Apprenticeship Council,
Industrial Commission,
Salt Lake City, Utah 84111

Vermont Apprenticeship Council,
Department of Industrial Relations,
Montpelier, Vt. 05601

Division of Apprentice Training,
Department of Labor and Industry,
Richmond, Va. 23214

Washington Apprenticeship Council,
Department of Labor and Industries,
Olympia, Wash. 98501

Apprenticeship Division,
Wisconsin Industrial Commission,
Madison, Wis. 53203

Virgin Islands Apprenticeship Council,
Department of Agriculture and Labor,
Christiansted, St. Croix, V.I. 00820

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☆ U.S. GOVERNMENT PRINTING OFFICE: 1966—0 217-754

SUPPORTING INFORMATION AVAILABLE

Apprenticeship—Past and Present, the story of apprentice training in the skilled trades since Colonial days in the United States, is available upon request from the Bureau of Apprenticeship and Training, U.S. Department of Labor, or from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20011. 20 cents.

A 28-page, popularly written booklet describing the development of apprentice training procedures and systems since Colonial days. It compares the antiquated methods of the past with those adopted today by employers and labor organizations throughout American industry. Described for comparative purposes with present-day apprenticeship agreements are apprentice indentures dated 1833, 1869, 1883, and 1940.

Motion Picture

Also available is a documentary film depicting the operation of an apprenticeship program in the glassworking trade. It is available through the regional offices of the Bureau for exhibition before interested groups.